



Inspection Request Instructions

Development Services Department
777 B Street Hayward, CA 94541
510.583.4140

Page 1 of 1

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Please call (510) 583-4148 or go online to <https://haywardselfservice.us/hss/default.aspx> to request an inspection.

NOTE: you will need to register first to schedule your inspections online. When scheduling an inspection, you will need the following information: your permit card with the permit number and the 3-digit numerical code found on the back of your inspection card located next to each inspection type. Listen to and follow all instructions.

- **BEFORE CALLING FOR A BUILDING FINAL INSPECTION, MAKE SURE THAT ALL OTHER DEPARTMENTS HAVE APPROVED THEIR INSPECTIONS FIRST**

For example, schedule and complete your Fire Department final inspection first. The Building Inspection Division will only inspect after the Fire Department has approved the work.

- **SCHEDULING MUST BE DONE ON ORIGINAL PERMIT NUMBER**

For example, if you have a *revision permit* or a *change of contractor permit*. These may not be used for scheduling inspections. Please provide the original permit number to schedule.

- **MULTIPLE PERMIT NUMBERS CANNOT BE SCHEDULED SIMULTANEOUSLY**

If you have more than one permit, you will need to schedule inspections under each separate permit number.

- **PLEASE NOTE:**

Requests for inspections must be made before 11:59 PM for the next business day. Requests received after the cut-off time will be scheduled two business days later.

- **PLEASE NOTE:** When scheduling online, please do not use the "Priority Box". This is for internal use only.

YOU MUST BE READY AND ON SITE FOR THE INSPECTION WHEN REQUESTED. IF YOU ARE NOT, YOU WILL BE ASSESSED A RE-INSPECTION FEE; WHICH MUST BE PAID BEFORE YOU CALL AND REQUEST THE NEXT INSPECTION. PERMIT AND APPROVED PLANS MUST BE ON SITE.

To obtain estimated time of inspector's arrival, please call them the morning of the inspection between 8:00 and 8:30 AM. If you are unable to reach your inspector by 8:30 AM please contact Adrionne Rullman At (510) 583-4325.

ATTN: MESSAGES LEFT ON THE MAIN BUILD. DEPT. LINE WILL NOT RESULT IN AN INSPECTION BEING SCHEDULED

INSPECTORS

☐ Omar Noorzad (510) 583-4313
Supervising Inspector

☐ Freddy Powell (510) 583-4162
Building Inspector

☐ Chris Brunner (510) 583-4155
Sr. Structural Inspector

☐ Ismael Caro (510) 583-4152
Building Inspector

☐ Dennis Zafiratos (510) 583-4150
Sr. Plumbing/Mechanical Inspector

☐ Steve Miller (510) 583-5341
Building Inspector

☐ Darold Wiley (510) 583-4157
Sr. Electrical Inspector